

# Instructions

FEDERAL AUDIT CLEARINGHOUSE

# Internet Data Dissemination System (IDDS)

---

# Table of Contents

## CHAPTER 1: IMPORTANT NOTES FOR USING THE INTERNET DATA DISSEMINATION SYSTEM

---

Order of Steps	2
Database Concepts	2
The FAC Database	3

## CHAPTER 2: ACCESSING THE FAC DATABASE

---

Access the FAC Database	6
Type of Queries Available	7

## CHAPTER 3: QUERY THE DATABASE

---

Status of Submissions	10
Entity Simple Search	10
CFDA Simple Search	10
Viewing Query Results	12
Downloading Results	15
Advanced Entity Search	18
Advanced CFDA Search	18

## CHAPTER 4: IMPORTING DATA INTO A SPREADSHEET OR DATABASE

---

Importing Data Into a Spreadsheet	21
Importing Data Into a Database	23
Changing Data Type	27
Linking Tables	29

## CHAPTER 5: CONTACT INFORMATION

---

Federal Audit Clearinghouse Contact Information	31
--	----

## Important Notes for Using the Internet Data Dissemination System (IDDS)

*Special Notes to aid the user in querying the Data Dissemination system as well as data management and interpretation.*

**T**he Internet Data Dissemination System (IDDS) allows users to search the Federal Audit Clearinghouse's entire database. The Federal Audit Clearinghouse database contains information obtained from OMB Circular A-133 Form SF-SAC submissions. The FAC uses an Oracle® relational database to store all data. IDDS system users may choose any type of database or spreadsheet application to manipulate datasets that have been obtained from the FAC online database. Many database users will find Microsoft® Access™ and Excel™ adequate for their use, however the FAC does not suggest any one database or spreadsheet software over another. Due to the widespread use of Microsoft® the FAC has chosen to use the Microsoft® Excel™ spreadsheet and Access™ database applications to provide the examples you see in this document.

The Internet Data Dissemination System Instructions are meant to provide you with some basic information about relational database principles and how to manipulate our database to obtain the information you seek. The instructions provided in this document are provided as a guideline and are not a substitute for relational database or spreadsheet training. The Federal Audit Clearinghouse strongly suggests that anyone who regularly uses databases, take a comprehensive relational database management, data mining and/or data warehousing class.

## Order of Steps



1. **Query IDDS.** First query the Internet Data Dissemination System (IDDS) online. <http://harvester.census.gov/sac>. You may query using the following methods:
  - a. Status of Submissions
  - b. Entity Simple Search
  - c. Entity Advanced Search
  - d. CFDA Simple Search
  - e. CFDA Advanced Search
  - f. Download the entire database to search offline.
2. **View.** You may view your dataset online or
3. **Save.** After querying the IDDS you can save your dataset to view offline.
4. **Import.** Import your saved dataset into a spreadsheet or database program.
5. **Sort/Query Dataset.** Use a spreadsheet or database program to sort and perform additional queries on your dataset.
6. **Reports.** Create internal reports based on your specific query results.

## Database Concepts

**Relational Database:** A relational database is a collection of information organized into interrelated tables of data and specifications of data objects.

**Table:** A table in a relational database is a predefined format of rows and columns that define an entity.

**Attribute:** A single data item related to a database object. The database schema associates one or more attributes with each database entity.

field, column

Example: In the following database table, the attributes are <name, ID, extension>

Name	ID	Extension
Jim	124	7075
Valerie	128	0853
Bob	192	4214

**Row:** In a relational database, a row consists of one set of attributes (or one tuple) corresponding to one instance of the entity that a table schema describes.

**Primary Key:** The primary key of a relational table uniquely identifies each record (row) in the table. It can either be a normal attribute that is guaranteed to be unique or it can be generated by the DBMS (Database Management System).

**Foreign Key:** A foreign key is a field in a relational table that matches the primary key column of another table. The foreign key can be used to cross-reference tables.

**Database Key (DBKEY):** A database key is an attribute utilized to sort and/or identify data in some manner. Each table has a primary key, which uniquely identifies records. Foreign keys are utilized to cross-reference data between relational tables.

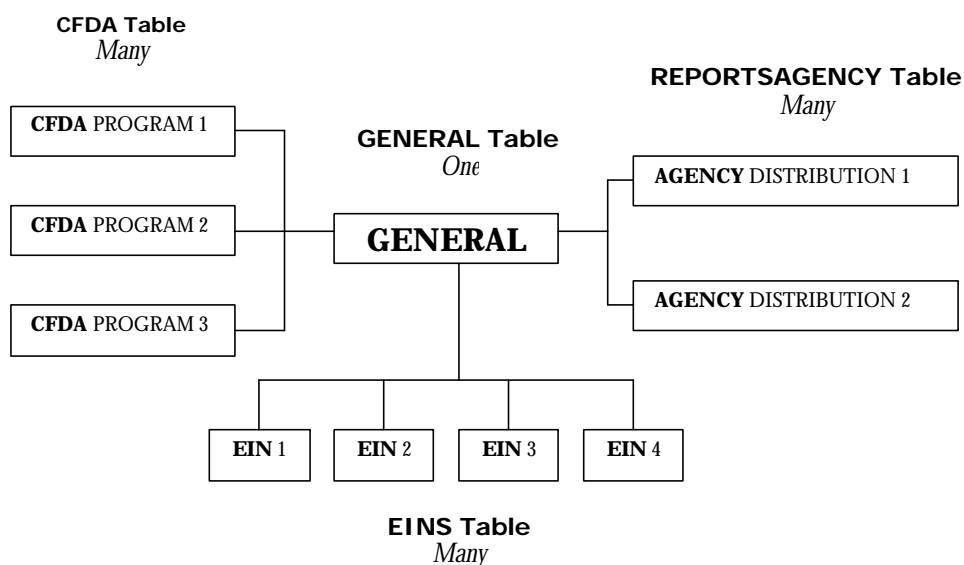
**Many-to-One Relationships:** In this kind of relationship one of the entities in one table can be related many times to another entity in another table. (See schema below.)

## The Federal Audit Clearinghouse Database

The Federal Audit Clearinghouse database is made up of four tables. Each table can be linked to another table in a database program through a combination of columns in each table. The FAC uses a combination of both the AUDITYEAR and DBKEY columns to create the primary key for each table.

The FAC tables are as follows:

<u>Table Name</u>	<u>Reference to Form SF-SAC</u>
GENERAL	(Part I Items 1-5b & 6-9, Part II Items 1-5, Part III Items 1-8, Total Federal Awards Expended)
CFDA	(Part III Items 10-11)
REPORTSAGENCY	(Part III Item 9)
EINS	(Part I Item 5c)



## GENERAL File:

Audit Year	CPA Contact Title
DBKEY	CPA Phone
Type of Entity	CPA Fax
FY End Date	CPA E-Mail
Audit Type	CPA Date Signed
Period Covered	Cog_Over
Number of Months	Cog/Over Agency
Multiple EINs	Type Report FS(Financial
EIN	Statements)
Auditee Name	Reportable Condition
Street 1	Material Weakness
Street 2	Material Noncompliance
City	Going Concern
State	Type Report MP (Major
Zip Code	Program)
Auditee Contact Name	Duplicate Reports
Auditee Contact Title	Dollar Threshold
Auditee Phone	Low Risk
Auditee Fax	Reportable Condition MP
Auditee E-Mail	(Major Program)
Auditee Date Signed	Material Weakness MP (Major
Auditee Name Title (Certifying	Program)
Official)	Questioned Costs
CPA Firm name	Prior Audit Findings
CPA Street 1	Total Federal Awards
CPA Street 2	Expended
CPA City	Date Completed (Date
CPA State	Disseminated to the
CPA Zip Code	Internet)
CPA Contact	

## CFDA File:

Audit Year	Direct Award
DBKEY	Major Program
CFDA	Type of Compliance
Research & Development	Requirement
Federal Program Name	Finding Reference Numbers
Amount	

## REPORTSAGENCY File:

Audit Year
DBKEY
Agency CFDA

EIN File:

Audit Year  
DBKEY  
EIN Sequence Number  
EIN

Incomplete File (Status of Submissions):

Audit Year  
EIN  
Auditee Name  
Street 1  
Street 2  
City  
State  
Zip Code  
Cog/Over Agency  
Total Federal Awards Expended  
Date Received (Date of last item received.)

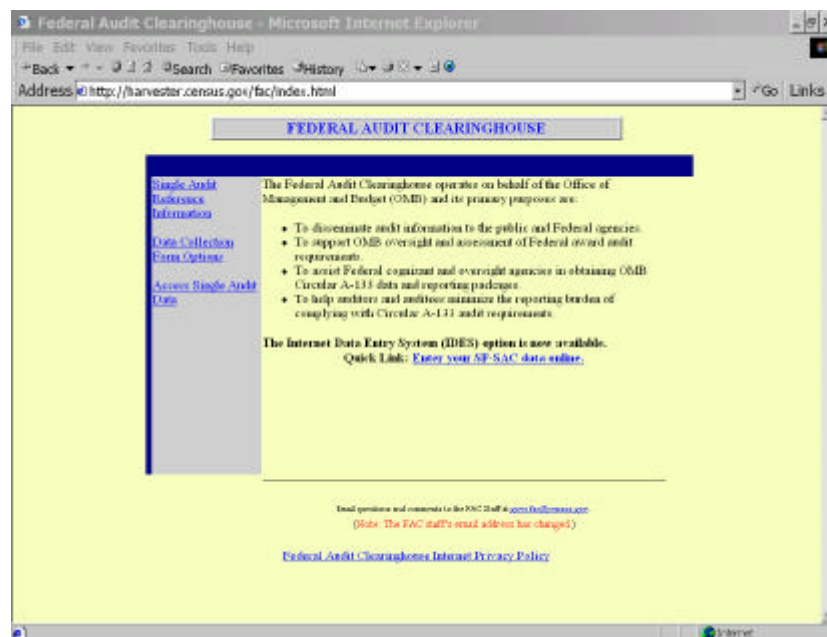


## Accessing the Federal Audit Clearinghouse Database

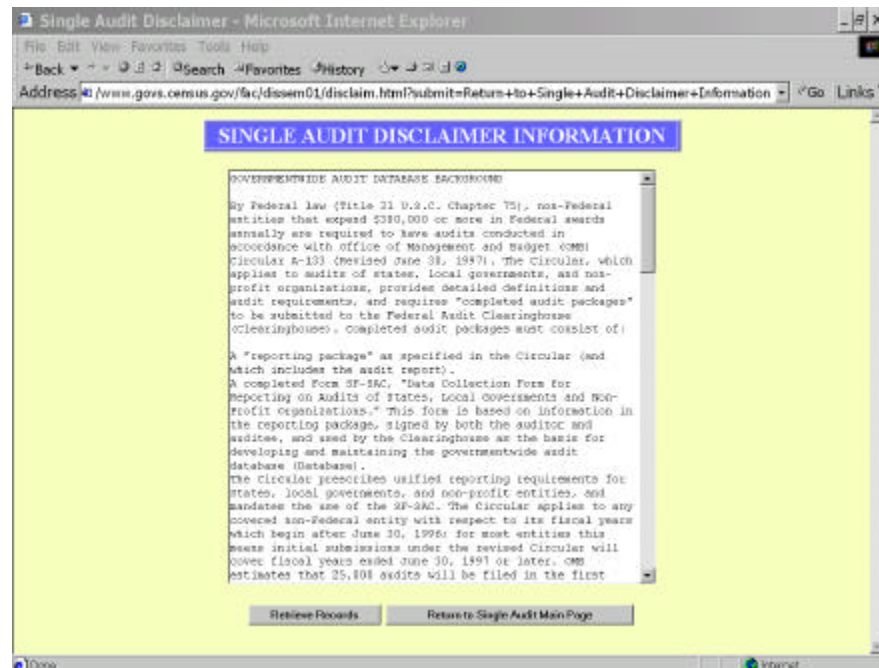
*The Federal Audit Clearinghouse database can be accessed from the Internet.  
Follow these examples to access the FAC database.*

The Internet Data Dissemination System (IDDS) is located at the following web address: <http://harvester.census.gov/sac>. To access the database, type the above address in your browser's address bar and click Go or press Enter.

From the FAC home page, choose the third link called **Access Single Audit Data**.

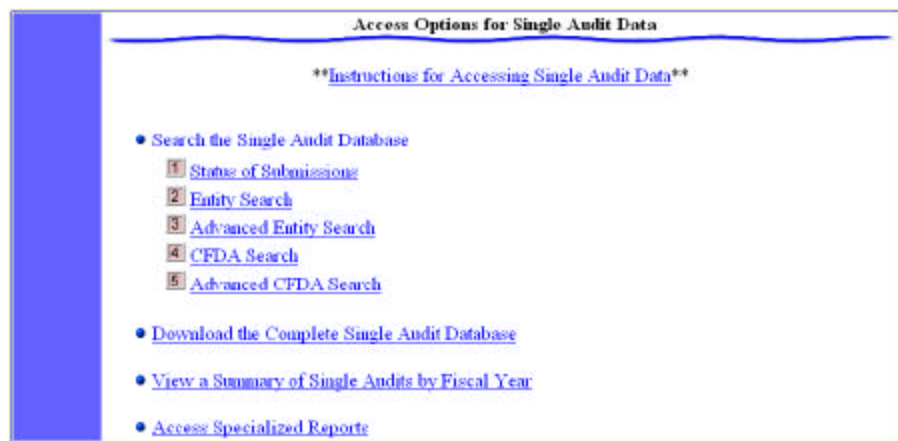


Next, on the **Single Audit Disclaimer Information** page, click on the Retrieve Records button to continue to the query options page. The Disclaimer on this page discusses the role of the Federal Audit Clearinghouse with regard to The Office of Management and Budget Circular A-133, as well as the nature of the data the FAC collects, stores and distributes through this system.



Next, select the type of query you want to perform.

Types of Queries you may perform:



From the **Access Options for Single Audit Data** page there are several query choices.

1. **Status of Submissions:** Check to see where an audit stands in the FAC processing system.
  2. **Entity Simple Search:** Search for a list of Entities based on EIN, Name or State criteria.
  3. **Entity Advanced Search:** Search for a list of Entities based on any criteria from the Form SF-SAC.
  4. **CFDA Simple Search:** Search for a list of Form SF-SAC Page 3 Federal Program lines based on EIN, Name or State criteria.
  5. **CFDA Advanced Search:** Search for a list of Form SF-SAC Page 3 Federal Program lines based on any criteria from the Form SF-SAC.
- **Download the complete database:** Download the Entire database to search offline.
  - **View a Summary of Single Audits by Fiscal Year.**
  - **Access Specialized Reports.**

## Querying the Online Database

*There are several ways to query the Internet Data Dissemination System. See the following examples to choose a way that is best for you.*

The Internet Data Dissemination System (IDDS) provides several search options. Your specific search criteria will determine which search method is best for you. For instance, if you wanted to find all entities in a particular state, then the “Entity Simple Search” would be sufficient. However, if you needed to scale down your results set to only those entities who had program lines on their Form SF-SAC for a specific CFDA number, in a certain state, then you will need to query using the “Entity Advanced Search” method.

### **Important information regarding queries:**

1. The FAC database contains all the data from each submitted Form SF-SAC. It is a good idea to become familiar with the Form SF-SAC questions before searching.
2. Adding more criteria to your search will result in fewer records returned.
3. Be broad with name string queries. For instance a query on the name “New York Board of Education” will not return an entity named “New York School Board”. It may be better to query on the name “New York” instead.

## Status of Submissions, Entity Simple Search, CFDA Simple Search Queries

The **Status of Submission** query allows users to find out where a submitted Form stands in the processing system. The search is based on the respondent's EIN, Name or State.

The **Entity Simple Search** query allows users to search for a list of respondent submissions using their EIN, Name or State.

The **CFDA Simple Search** query allows users to search for a list of Federal Program data based on the respondent's EIN, Name or State.

From the **Access Options for Single Audit Data** page, click on one of the following links, [1 Status of Submissions](#) or [2 Entity Search](#) or [4 CFDA Search](#).

1. Type any of the following criteria:

- 9-Digit EIN (no dashes, spaces, etc.), or
- Auditee Name, or
- State. Search Tip: If you enter the state name, i.e., Maryland, the system will search on all auditee submissions within the state. If you wish to search for all auditees with "Maryland" in the name, type the State name followed by a space.

ENTITY SEARCH
Enter part of the Auditee Name, Complete 9-digit EIN, or State abbreviation to search the database.
<input type="text"/>

2. Optional:

- a. Limit Number of Records to: You may choose to limit the number of records returned. A Maximum of 499 records can be viewed online. If more then 499 records return from the search, the download option will be offered.
- b. Sort Options: You may choose to sort your result set by the following fields:
  - Auditee Name
  - EIN
  - Fiscal Year End Date
  - State

Optional Search Criteria:
Limit Number of Records Returned to : <input type="text"/>
Sort Options: <input type="text"/>

3. Click on the

- **View Results** of Audit Status Search or
- **Download Results** of Audit Status Search.

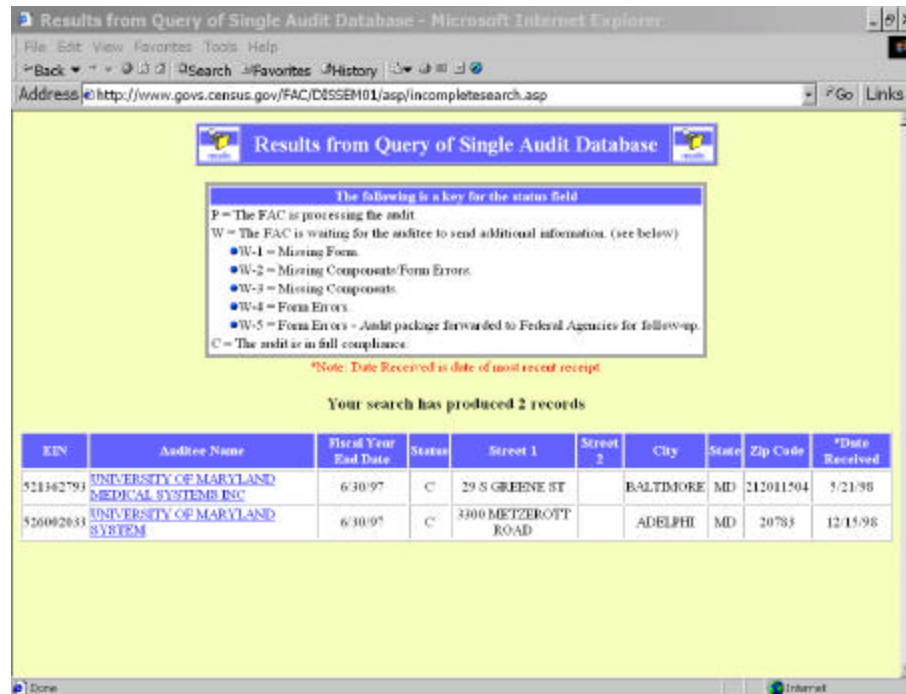
View Results

Download Results

## V I E W I N G   S T A T U S   O F   S U B M I S S I O N   Q U E R Y   R E S U L T S O N L I N E

---

If you choose to View Results of Audit Status Search, the list of results from 1-499 records will be posted online. When a search returns 500+ records the download option is automatically offered.



The following is a key for the status field

- P = The FAC is processing the audit.
- W = The FAC is waiting for the auditee to send additional information. (see below)
  - W-1 = Missing Form.
  - W-2 = Missing Composite/Form Errors.
  - W-3 = Missing Components.
  - W-4 = Form Errors.
  - W-5 = Form Errors - Audit package forwarded to Federal Agencies for follow-up.
- C = The audit is in full compliance.

*\*Note: Date Received is date of most recent receipt.*

Your search has produced 2 records

EIN	Auditee Name	Fiscal Year End Date	Status	Street 1	Street 2	City	State	Zip Code	*Date Received
521142793	UNIVERSITY OF MARYLAND MEDICAL SYSTEMS INC	6/30/97	C	29 S GREENE ST		BALTIMORE	MD	212011504	5/21/98
526092633	UNIVERSITY OF MARYLAND SYSTEM	6/30/97	C	3300 METZEROTT ROAD		ADELPHI	MD	20783	12/15/98

From the above screen you will be able to link to the Form SF-SAC for each auditee who has a Form status of “C” (C = The audit is in full compliance). To link to a form click on the Auditee Name highlighted in blue.

In addition the following fields are returned on the screen:

EIN, Auditee Name, Fiscal Year End Date, Status, Street 1, Street 2, City, State, Zip Code and Date Received.

If you choose to **View Results** from the Entity Simple Search, the list of results from 1-499 records will be posted online. When a search returns 500+ records the download option is automatically offered.

The screenshot shows a web browser window titled 'Results from Query of Single Audit Database - Microsoft Internet Explorer'. The address bar shows the URL 'http://www.gsa.conrad.gov/FAC/DSSEH01.asp/simplesearch.asp'. The page content includes a title 'Results from Query of Single Audit Database', a message 'Your search has produced 6 records', and a search criteria summary: 'These results are based on the following search criteria: Auditee Name: MARYLAND COLLEGE'. Below this is a table with 6 columns: Auditee Name, City, State, EIN, Fiscal Year Ending Date, and Completed On. The table lists six records for Maryland College of Art and Design and Western Maryland College. The 'Auditee Name' column is highlighted in blue for each row. Below the table is a button labeled 'Return to Entity Search'.

Auditee Name	City	State	EIN	Fiscal Year Ending Date	Completed On
<a href="#">MARYLAND COLLEGE OF ART AND DESIGN</a>	SILVER SPRING	MD	529914571	6/31/99	4/5/01
<a href="#">MARYLAND COLLEGE OF ART AND DESIGN</a>	SILVER SPRING	MD	529914571	6/31/00	6/7/01
<a href="#">WESTERN MARYLAND COLLEGE</a>	WESTMINSTER	MD	529591694	6/30/97	8/26/98
<a href="#">WESTERN MARYLAND COLLEGE</a>	WESTMINSTER	MD	529591694	6/30/98	5/25/99
<a href="#">WESTERN MARYLAND COLLEGE</a>	WESTMINSTER	MD	529591694	6/30/00	1/25/01
<a href="#">WESTERN MARYLAND COLLEGE</a>	WESTMINSTER	MD	529591694	6/30/99	4/21/00

From the above screen you will be able to link to the Form SF-SAC for each auditee. To link to a form click on the Auditee Name highlighted in blue.

In addition the following fields are returned on the screen:

Auditee Name, City, State, EIN, Fiscal Year End Date and Completed On\* date.

\* The Completed On date represents the date the audit was posted to the Internet Data Dissemination System, usually 1-2 days after the actual processing completion date.



If you choose to **View Results** from the CFDA Simple Search, the list of results from 1-499 records will be posted online. When a search returns 500+ records the download option is automatically offered.

Results from Query of Single Audit Database

Your search has produced 36 records

These results are based on the following search criteria:

- Auditee Name: MARYLAND COLLEGE

Auditee Name	Audit Year	EIN	CFDA	Federal Program Name	Amount	Major Program	Type Requirement	Q Costs	Findings	Finding Ref. Num.
<a href="#">MARYLAND COLLEGE OF ART AND DESIGN</a>	1999	520910571	84.063	FEDERAL PELL	56900	Y	O	N/A	C	N/A
<a href="#">MARYLAND COLLEGE OF ART AND DESIGN</a>	1999	520910571	84.032	FEDERAL FAMILY EDUCATION	296249	Y	O	N/A	C	N/A
<a href="#">MARYLAND COLLEGE OF ART AND DESIGN</a>	2000	520910571	84.063	FEDERAL PELL GRANT PROGRAM	70992	Y	O	N/A	C	N/A
<a href="#">MARYLAND COLLEGE OF ART AND DESIGN</a>	2000	520910571	84.032	FEDERAL FAMILY EDUCATION LOAN PROGRAM	322460	Y	O	N/A	C	N/A
<a href="#">WESTERN MARYLAND COLLEGE</a>	1997	520591694	84.063	STUDENT FINANCIAL AID-US DEPT OF EDUCATION: FEDERAL PELL GRANTS	413869	Y	N	N/A	C	97-1 97-2
<a href="#">WESTERN MARYLAND COLLEGE</a>	1997	520591694	84.038	STUDENT FINANCIAL AID-US DEPT OF EDUCATION: FEDERAL PERKINS LOAN	336821	Y	N	N/A	C	97-1 97-2
<a href="#">WESTERN MARYLAND COLLEGE</a>	1997	520591694	84.033	STUDENT FINANCIAL AID-US DEPT OF EDUCATION: FEDERAL WORK STUDY	158594	Y	N	N/A	C	97-1 97-2

From the above screen you will be able to link to the Form SF-SAC for each auditee. To link to a form click on the Auditee Name highlighted in blue.

In addition the following fields are returned on the screen:

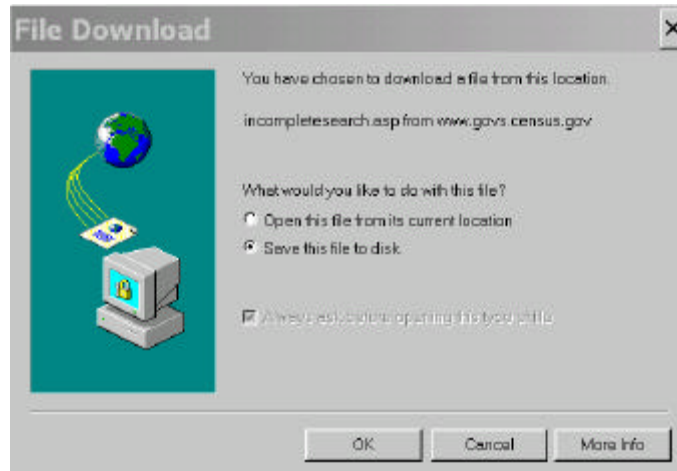
Auditee Name, Audit Year, EIN, CFDA, Federal Program Name, Amount, Major Program, Type Requirement, Finding Reference Numbers.

## DOWNLOADING RESULTS

If you have chosen Download Results of Audit Search, depending on your Internet browser, you may receive the following download window.

You may either select:

- Open this file from its current location. Doing this will open the file in an online Excel™ spreadsheet.
- Save this file to disk. Use this option if you are ready to import the data into Excel™ or Access™, offline.




Open this file from its current location:

If you have chosen to Open the file from it's current location you will receive the following online Excel™ spreadsheet. Each downloaded (online/offline) file contains multiple sheets.

AUDIT YEAR	DBKEY	EN	AUDITEENAME	STREET1	STREET2
1991	95082	63011857	WARRIOR ENVIRONMENTAL	BOULEVARD	
1991	130749	718046342	UNIVERSITY OF ARIZONA	4301 WEST MARKHAM	
1991	183221	74565679	MIT GRAHAM INTERNATIONAL	1851 DISCOVERY BLVD	
1991	119281	841156258	CALIFORNIA ACADEMY	GOLDEN GATE PARK	
1991	125033	843914337	SOCIAL SCIENCE SERV	PO BOX 653	
1991	125221	851272272	WESTERN UNIVERSITY	COLLEGE PLAZA	AVENUE
1991	118943	841312952	CENTER FOR ADVANCED	15 ALTA ROAD	
1991	129041	853711811	FOUNDATION FOR ADVAN	BOULEVARD	SUITE 215
1991	75582	521443111	SOCIETY FOR THE ADVA	SOUTH	
1991	121358	843024995	INTERNATIONAL COMPT	1941 CENTER STREET	SUITE 680
1991	179250	899151778	CHARLES R DREW UNIV	1621 E 13TH ST	
1991	120405	842850883	MATHEMATICAL SCIENCE	1008 CENTENNIAL DR	
1991	181889	843146339	CHAROT OBSERVATORY	39802 SKYLINE BLVD	
1991	184705	237158104	BEHAVIORAL SCIENCE G	18807 VENTURA BLVD	STE 310
1991	189595	848622527	BIOMEDICAL SCIENCES I	BLVD	
1991	181301	849002895	BETHEL COLLEGE OF M	1400 E BOULDER ST	
1991	180125	731023474	AMERICAN INDIAN SCIE	5881 AIRPORT BLVD	
1991	7384	893888443	SCIENCE CENTER OF CO	950 TRESCOUT BROOK DR	
1991	187206	231888379	SOCIETAL INSTITUTE OF	20	
1991	35883	250882319	AMERICAN INSTITUTE P	3333 K ST NW	
1991	77649	530108832	NATIONAL ACADEMY OF	AVE NW	
1991	74123	521107837	NATIONAL INSTITUTE OF	NW	SUITE 780
1991	77814	538108895	AMERICAN ASSOCIATION	NW	
1991	78831	521713885	ITRIMABLE COALITION	AVENUE NW	SUITE 780
1991	181008	593008743	FLORIDA HOSPITAL COL	DRIVE	
1991	3431	842545239	NATIONAL FACULTY OF E	HENLEY BLDG	
1991	58638	708088347	INSTITUTE OF PAPER SC	NW	
1991	64489	420730447	UNIVERSITY OF OSTEOP	3200 GRAND AVE	
1991	41817	262161875	FINCH UNIVERSITY OF E	3333 GREENBAY RD	
1991	47880	893888735	CHICAGO ACADEMY OF	2080 N CLARK STREET	
1991	82383	611135382	KENTUCKY SCIENCE AND	300 W VINE ST STE 420	
1991	38898	211008893	THE LOUISVILLE SCIE	127 W MAIN ST	
1991	3300	842452189	MANAGEMENT SCIENCE	195 ALLANDALE RD	
1991	19143	951059114	FRONTIER SCIENCE AND	1244 BOYLSTON ST	

To save opened data to view offline.

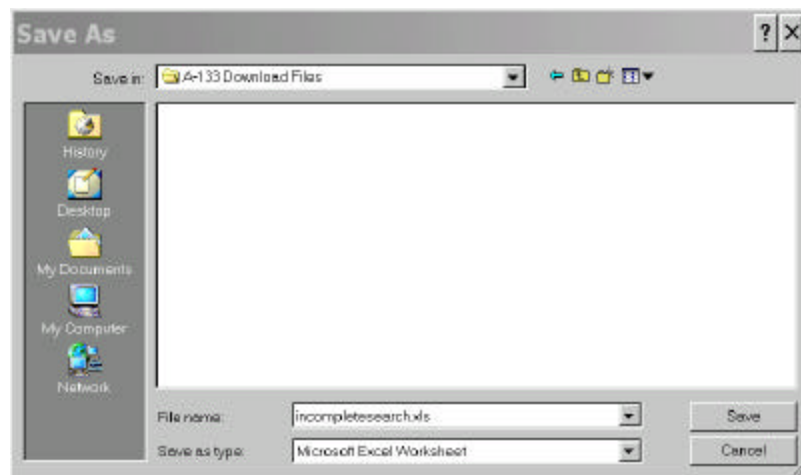
1. Click on the  Excel™ icon found on the Excel™ viewer window.
2. Save the file by choosing an appropriate file on your hard drive or diskette and choose a name you will recognize, followed by .xls.

Example: mysimplesearch.xls

3. Click the Save button.
4. After you click the save button, the data will be saved and opened in the standard (offline) Excel™ spreadsheet.
5. This file will be available for viewing in Excel™ or Importing into Access™.

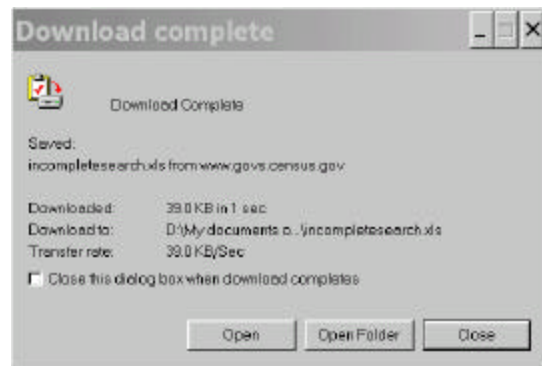
Save this file to disk:

If you have chosen to Save this file to disk the following Save As window will open:



1. In the **Save in:** box, locate the file on your hard drive or diskette where you would like to save the dataset.
2. Change the **File name:** to a name you will recognize later when you are searching for your dataset.
3. Be sure that the **Microsoft® Excel™ Worksheet** file type appears in the **Save as type:** box.
4. Click the **Save** button.

After the Save routine has finished, the following window may open. Click **Open** if you would like to view the dataset in Excel™ immediately or **Close** to view the file later.



## ADVANCED SEARCHES: ENTITY AND CFDA

The Entity Advanced Search query allows users to search for a list of respondent submissions using any criteria from the Form SF-SAC.

The CFDA Advanced Search query allows users to search for a list of Federal Program data based on any criteria listed on the Form SF-SAC.

From the Access Options for Single Audit Data page, click on one of the following links,

[3](#) [Advanced Entity Search](#) or [5](#) [Advanced CFDA Search](#).

Choosing the Advanced Entity or CFDA search options will route you to the following search screen, which contains query boxes related to the Form SF-SAC.

### Search Tip:

Less vs. More: Choosing more search criteria will limit the number of records returned. It is possible to miss valuable information when being too specific. For instance, a query on the name “New York Board of Education” will not return any information for an entity named “New York School Board”. It may be better to query on a less specific name, such as “New York”.

The screenshot shows a web browser window titled "Advanced Search - Microsoft Internet Explorer". The address bar displays "http://www.govs.census.gov/FAC/DESSEM01/advsearch.html". The page content is titled "ADVANCED SEARCH OPTIONS FOR THE SINGLE AUDIT DATABASE". It includes instructions on how to enter search criteria, a list of search sections (General, Financial Statements, Federal Programs), and a link to "Revised Form SF-SAC and Instructions". Below these are buttons for "Return to Access Options", "Clear For a New Search", "View Results", and "Download of Results". The search criteria section includes fields for "Limit Number of Records Returned", "Sort Options", "Audit Fiscal Year Ending in:" (with a dropdown menu showing "1997" and "1998"), "Records Completed (MM/DD/YYYY)" with "After" and "Before" fields, and "Type Of Entity (FAC Determined)" with a dropdown menu.

Part I: General Information	
Item 1: Fiscal Year End Date: (MMDD/YYYY)	<input type="text"/>
Item 2: Type of Circular A-133 Audit:	<input type="text"/>
Item 3: Audit Period Covered:	<input type="checkbox"/> Annual <input type="checkbox"/> Biennial <input type="checkbox"/> Other
Item 5a: Employer Identification # (9 digits):	<input type="text"/> EIN Relationship (optional): <input type="text"/>
Item 5b: Multiple EINs Covered in Report:	<input type="text"/>
Item 6a: Auditee Name:	<input type="text"/>
Item 6b: Auditee City:	<input type="text"/>
Item 6c: Auditee State:	<input type="text"/>
Item 6d: Auditee Zip Code:	<input type="text"/>
Item 7a: Auditor Name:	<input type="text"/>
Item 7b: Auditor City:	<input type="text"/>
Item 7c: Auditor State:	<input type="text"/>
Item 7d: Auditor Zip Code:	<input type="text"/>
Item 8: Cognizant or Oversight Agency:	<input type="text"/>
Item 9: Name of Federal Cognizant/Oversight Agency:	<input type="text"/>
Part II: Financial Statements	
Item 1: Type of Audit Report:	<input type="checkbox"/> Unqualified Opinion <input type="checkbox"/> Qualified Opinion <input type="checkbox"/> Adverse Opinion
Item 2: Going Concern:	<input type="text"/>
Item 3: Reportable Conditions Disclosed:	<input type="text"/>
Item 4: Material Weakness Reported:	<input type="text"/>
Item 5: Material Noncompliance Disclosed:	<input type="text"/>
Part III: Federal Programs	
Item 1: Type of Audit Report on Major Program Compliance:	<input type="checkbox"/> Unqualified Opinion <input type="checkbox"/> Qualified Opinion <input type="checkbox"/> Adverse Opinion
Item 2: Statement of Federal Awards that have separate A-133 audits which are not included:	<input type="text"/>
Item 3: Dollar Threshold:	Equal to <input type="text"/> \$ <input type="text"/>
Item 4: Low Risk Auditee:	<input type="text"/>
Item 5: Reportable Condition disclosed for any major program:	<input type="text"/>
Item 6: Reportable Condition reported as a material weakness:	<input type="text"/>
Item 7: Questioned Costs reported:	<input type="text"/>
Item 8: Summary Schedule of Prior Audit Findings prepared:	<input type="text"/>
Item 9: Federal Agencies Required to Receive Reporting Packages: (To select multiple agencies, hold the 'Ctrl' key down while making selections)	<input type="checkbox"/> 06. Environmental Protection Agency <input type="checkbox"/> 30. Equal Employment Opportunity Commission <input type="checkbox"/> 32. Federal Communications Commission <input type="checkbox"/> 83. Federal Emergency Management Agency <input type="checkbox"/> 93. Federal Maritime Commission
Item 10a: CFDA Number (or other identifying number): Enter the specific CFDA number(s) or 2-digit Federal agency prefix (fill in the boxes from left to right)	<input type="text"/>
Item 10b: Research and Development:	<input type="text"/>
Item 10c: Name of Federal Program:	<input type="text"/>
Item 10d: Amount Expended:	Equal to <input type="text"/> \$ <input type="text"/>
Item 10e: Direct Award:	<input type="text"/>
Item 10f: Major Program:	<input type="text"/>
Item 11a: Type of Compliance Required:	<input type="checkbox"/> L. Reporting <input type="checkbox"/> M. Subrecipient monitoring <input type="checkbox"/> N. Special tests and provisions <input type="checkbox"/> O. None <input type="checkbox"/> P. Other (2001 only)
Item 11b: Finding Reference Number:	<input type="text"/>
Total Federal Expenditure:	Equal to <input type="text"/> \$ <input type="text"/>
<input type="button" value="View Results"/> <input type="button" value="Download Results"/> <input type="button" value="Clear For a New Search"/> <input type="button" value="Return to Basic Search"/>	

After selecting the various criteria desired, click the **View Results** (see previous section) or **Download Results** (see previous section) button to run your query and view the results. If your query results in more than 499 records then you must use the

download option (automatically offered for query results 500+). To clear search criteria click the **Clear for New Search** button and to return to the search options click the **Return to Access Options** button.

## Importing Data into a Spreadsheet or Database

*The following chapter describes the basic procedure of importing a saved dataset into a spreadsheet or database application.*

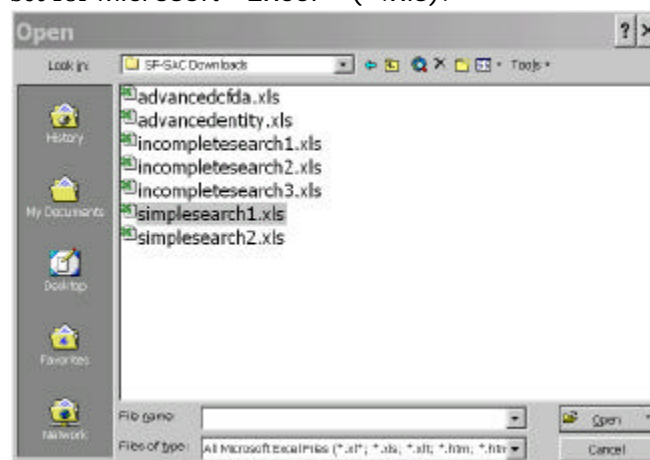
For the purposes of these instructions, the Federal Audit Clearinghouse has chosen to use Microsoft® Excel™ for the data import examples. If you have chosen to save the dataset on your hard drive or diskette, follow these instructions to open and view the file.

---

### M I C R O S O F T ® E X C E L ™

---

1. Open the Microsoft® Excel™ program.
2. Choose File/Open from the menu bar.
3. Locate the file on your hard drive or diskette. Make sure the Files of type: is set for Microsoft® Excel™ (\*.xls).





4. Then click the Open button.
5. The file should open without the aid of the Excel™ Import Wizard.
6. Please be sure to look at the worksheet tabs to obtain all the information.

Simple search worksheets (General, Key):

32	1997	194705	6/30/1997	S	A
33	1999	194705	6/30/1999	S	A
34	2000	194705	6/30/2000	S	A
35	1998	194705	6/30/1998	S	A
36	1997	194705	6/30/1997	S	A

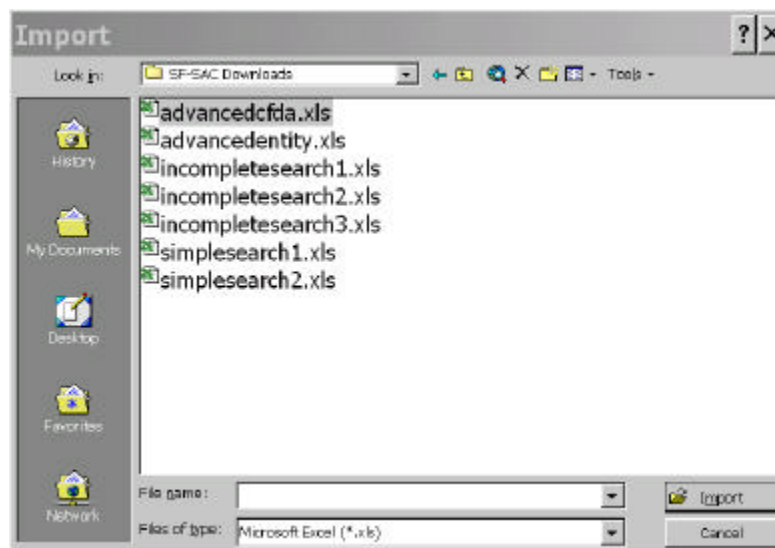
Ready

Advanced Search Worksheets (General, CFDA, Agency, EIN, Key):

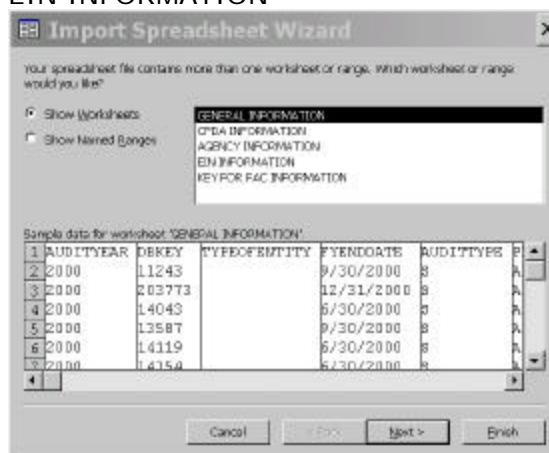
33	2000	13108	6/30/2000	S	A
34	2000	11269	7/31/2000	S	A
35	2000	10718	6/30/2000	S	A
36	2000	11250	1/31/2000	S	A

Ready

1. Open the Microsoft® Access™ application.
2. Create a new database or open an existing database.
3. From the File menu, select Get External Data, and then choose Import.
4. Locate the file in the appropriate folder on your hard drive or diskette.  
If needed, change the Files of type: to Microsoft® Excel™ (\*.xls).



5. Click the Import button.
6. Make sure the Show Worksheets radio button is selected.
7. Each worksheet of the Excel™ spreadsheet must be imported separately.  
For *Simple* searches only one import for the GENERAL INFORMATION data will need to be performed. However, the files obtained from *Advanced* searches will require 4 separate imports;
  1. GENERAL INFORMATION
  2. CFDA INFORMATION
  3. AGENCY INFORMATION
  4. EIN INFORMATION



8. After choosing the worksheet to be imported, click the Next button.
9. Check the First Row Contains Column Headings box, and then click the Next button.

Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

☒ First Row Contains Column Headings

	AUDITYEAR	DEKEY	TYPEOFENTITY	FYENDDATE	AUDITTYPE	P
1	2000	11243		9/30/2000	S	A
2	2000	203773		12/31/2000	S	A
3	2000	14043		6/30/2000	S	A
4	2000	13587		9/30/2000	S	A
5	2000	14119		6/30/2000	S	A
6	2000	14154		6/30/2000	S	A
7	2000	13013		6/30/2000	S	A

Cancel < Back Next > Finish

10. To store the data in a new table select the In a New Table radio button. Then click the Next button.

You can store your data in a new table or in an existing table.

Where would you like to store your data?

☒ In a New Table

☐ In an Existing Table:

	AUDITYEAR	DEKEY	TYPEOFENTITY	FYENDDATE	AUDITTYPE	P
1	2000	11243		9/30/2000	S	A
2	2000	203773		12/31/2000	S	A
3	2000	14043		6/30/2000	S	A
4	2000	13587		9/30/2000	S	A
5	2000	14119		6/30/2000	S	A
6	2000	14154		6/30/2000	S	A
7	2000	13013		6/30/2000	S	A

Cancel < Back Next > Finish

11. Click Next in the following (data specification) window. Changing the *Data Type* will be covered later in this chapter.

The 'Import Spreadsheet Wizard' dialog box is shown. It has a title bar with a close button. Below the title bar, there is a text area with instructions: 'You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the Field Options area.' Below this, there is a 'Field Options' section. It contains a 'Field Name' field with the text 'DOLLARTHRESHOLD', a 'Data Type' dropdown menu set to 'Double', an 'Indexed' dropdown menu set to 'No', and a checkbox labeled 'Do not import field (Skip)' which is unchecked. Below the 'Field Options' section is a table with 7 columns: 'AUDITYEAR', 'DEKEY', 'TYPEOFENTITY', 'FYENDDATE', 'AUDITTYPE', 'PER', and an empty column. The table contains 7 rows of data. At the bottom of the dialog box are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

	AUDITYEAR	DEKEY	TYPEOFENTITY	FYENDDATE	AUDITTYPE	PER
1	00	11243		9/30/2000	S	A
2	00	203773		12/31/2000	S	A
3	00	14043		6/30/2000	S	A
4	00	13587		9/30/2000	S	A
5	00	14119		6/30/2000	S	A
6	00	14154		6/30/2000	S	A
7	00	13013		6/30/2000	S	A

12. Select No primary key from the next window, then click the Next button.

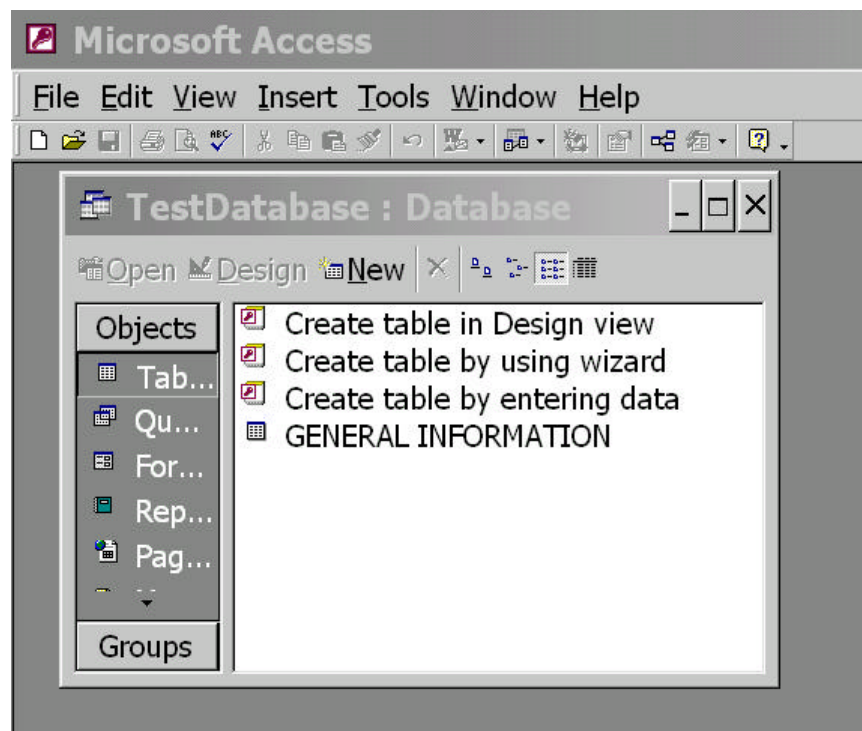
The 'Import Spreadsheet Wizard' dialog box is shown. It has a title bar with a close button. Below the title bar, there is a text area with instructions: 'Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.' Below this, there are three radio button options: 'Let Access add primary key.', 'Choose my own primary key.' (with a dropdown menu), and 'No primary key.' which is selected. Below the radio button options is a table with 7 columns: 'AUDITYEAR', 'DEKEY', 'TYPEOFENTITY', 'FYENDDATE', 'AUDITTYPE', 'PER', and an empty column. The table contains 7 rows of data. At the bottom of the dialog box are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

	AUDITYEAR	DEKEY	TYPEOFENTITY	FYENDDATE	AUDITTYPE	PER
1	2000	11243		9/30/2000	S	A
2	2000	203773		12/31/2000	S	A
3	2000	14043		6/30/2000	S	A
4	2000	13587		9/30/2000	S	A
5	2000	14119		6/30/2000	S	A
6	2000	14154		6/30/2000	S	A
7	2000	13013		6/30/2000	S	A

13. Name the table you are importing. The default names are usually sufficient, however you may wish to choose a more specific naming convention. Then click the Finish button.

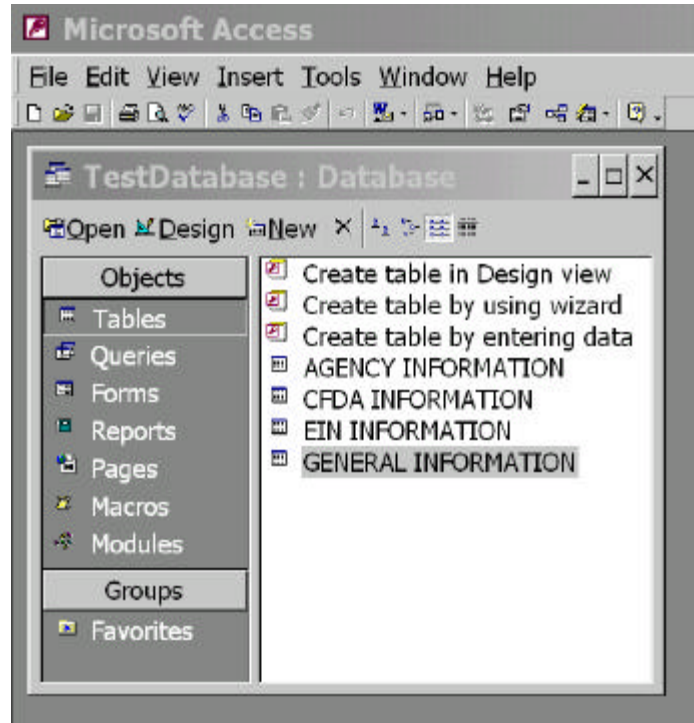


14. The database now contains at least one table. In this case the table is named GENERAL INFORMATION.



The worksheet import does not allow for any data type specification. For instance if you would like certain columns of numbers to be treated as numeric and not as text characters, then follow these steps to change the data type specification.

1. Open the Microsoft® Access™ database.
2. Open the table by double clicking on the table name.



3. Click on the design view icon  located on the control toolbar or click on View/Design View from the menu bar.

AUDITYEAR	DBKEY	TYPEOFENTIT	FYENDDATE	AUDITTYPE
2000	8483		6/30/2000	S
2000	8507		6/30/2000	S
2000	8839		6/30/2000	S
2000	9035		6/30/2000	S
2000	9279		6/30/2000	S

4. In the following design view window, click on the *Data Type* next to the *Field Name* that you would like to change. Change the Data Type by using the arrow and drop down menu. (Change DBKEY from the “Number” data type to “Text” data type.)

Field Name	Data Type
AUDITYEAR	Text
DBKEY	Text
TYPEOFENTITY	Text
FYENDDATE	Date/Time
AUDITTYPE	Text
PERIODCOVERED	Text
NUMBERMONTHS	Text
MULTIPLEINS	Text
EIN	Text
AUDITEENAME	Text
STREET1	Text
STREET2	Text
CITY	Text
STATE	Text
ZIPCODE	Text
AUDITECONTACT	Text
AUDITEETITLE	Text
AUDITEPHONE	Text
AUDITEFAX	Text
AUDITEEMAIL	Text
AUDITEDESIGNED	Date/Time
AUDITEENAME TITLE	Text
CP&FIRMNAME	Text
CP&STREET1	Text
CP&STREET2	Text
CP&CITY	Text
CP&STATE	Text
CP&ZIPCODE	Text
CP&CONTACT	Text
CP&TITLE	Text
CP&PHONE	Text
CP&FAX	Text

General | Lookup

Field Size: 50

Format:

Input Mask:

Caption:

Default Value:

Validation Rule:


Validation Text:

Required: No

Allow Zero Length: No

Indexed: Yes (Duplicates OK)

Unicode Compression: No

5. Click on the design view icon  located on the *control toolbar* or click on View/Datasheet View from the menu bar, to return to the data view. Answer Yes to save your changes to the table or No to cancel the changes.

Microsoft Access

**You must first save the table.**

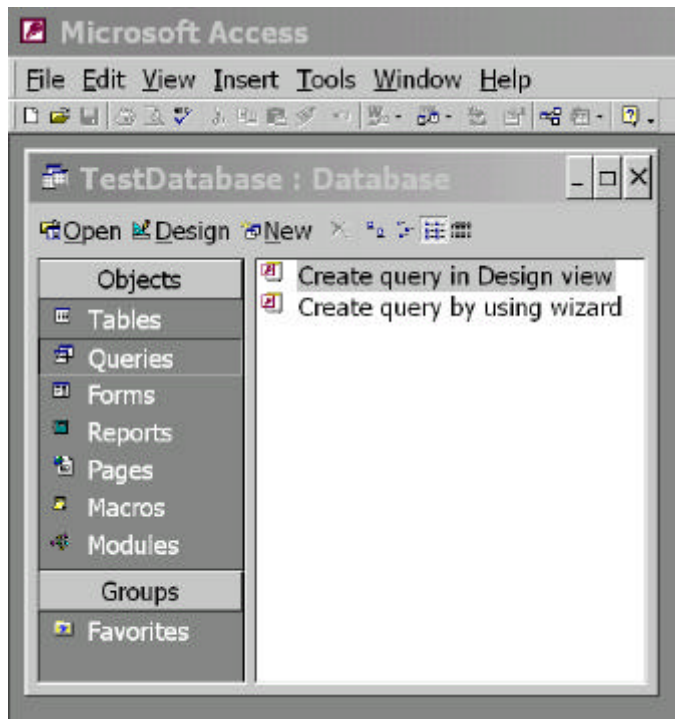
Do you want to save the table now?

Yes No



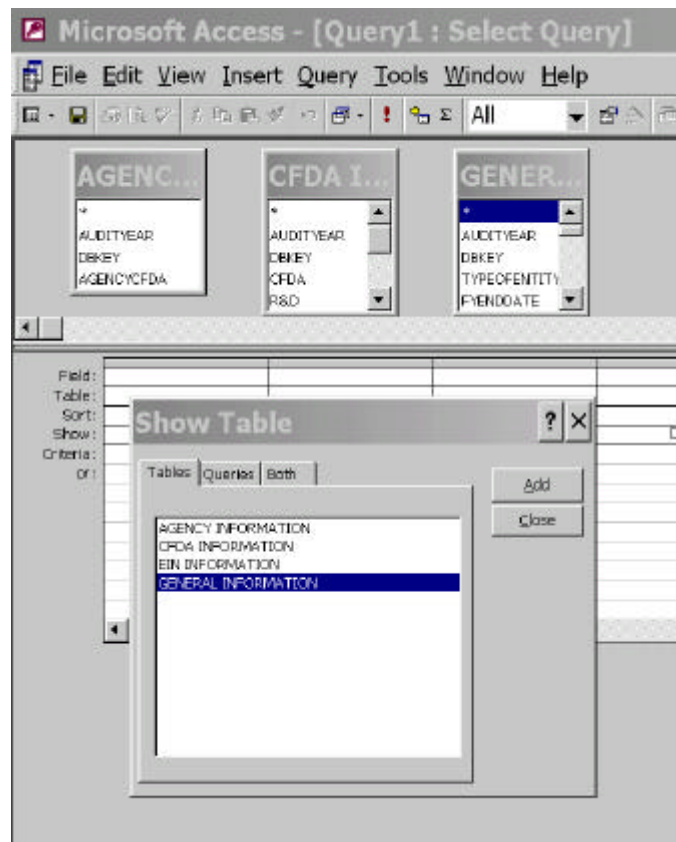
In order to perform queries on multiple tables, you will need to link/join the tables by their primary key, DBKEY/AUDITYEAR. For instance if you would like to find out which entities had program lines for a certain CFDA, you will need to join the GENERAL table and the CFDA table. In addition if you wanted to know who received a copy of the audit, due to the presence of direct findings, then you will need to add the AGENCY tables to the mix. All of these tables are joined by their DBKEY and AUDITYEAR fields. The following instructions will show you how to make the primary key link.

1. Click on Queries from the Object menu. Select Create query in Design view.

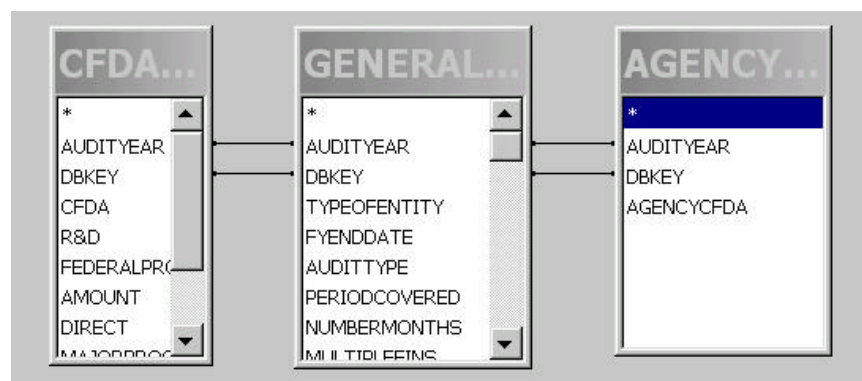




2. Select the tables you would like to link and click the Add button. After you have. Each time you click the Add button the table will be graphically displayed in the “Relationship” window. After you have added the tables click the Close button.



3. To join tables, drag the field name from one table and drop it over the same field name in the corresponding table. The result will be a line connecting the fieldnames. Do this for both AUDITYEAR and DBKEY and for all tables that need to be joined.



4. Perform queries using the query grid.

Field:					
Table:					
Sort:					
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criteria:					
or:					

5. Please see your database administrator or other technical staff within your organization for help in preparing and performing queries on the datasets that you have downloaded.

## Contact Information

### *Federal Audit Clearinghouse Contact Information*



Washington DC, Headquarters

800-253-0696

301-457-1551

[govs.fac@census.gov](mailto:govs.fac@census.gov)

<http://harvester.census.gov/sac>

# Index

## A

Access Single Audit Data, 6, 10  
Access™ Database, 1, 21, 23-31  
Advanced Searches, 9, 18, 23

## B

Browser, 6

## C

CFDA Advanced Search, 9, 18  
CFDA Simple Search, 9-10, 13  
CFDA Table, 3-4, 7-8, 23

## D

DBKEY/AUDITYEAR, 3-5, 29-30  
Database, 2-3, 6, 9, 21, 23-31  
Data Type, 27  
Download Files, 4-5  
Download Results, 15, 19

## E

EIN Table, 2-4, 7-8, 23  
Entity Advanced Search, 9-10, 13, 23  
Entity Simple Search, 9-10, 13, 23  
Excel™ Spreadsheet, 16, 21-23

## F

FAC Download Files, 4-5  
FAC Web Address, 6  
FAC Contact Information,

## G

GENERAL Table, 3-4, 7-8, 23  
Glossary, 33

## I

Importing Data, 21, 23-26

## J

Joining Tables, 29

## L

Linking Tables, 29

## M

Microsoft® Access™, 1, 21, 23-26  
Microsoft® Excel™ Worksheet, 1, 16, 21-23

## P

Primary Key, 2, 25

## Q

Query/Queries, 2, 7, 9, 29, 31

## R

Relational Database, 1-5,  
Relationship, 30  
REPORTSAGENCY Table, 3-4, 7-8, 23

## S

Saving Results/Dataset, 16  
Search criteria, 10  
Search Results, 12-13, 19  
Simple Searches, 9-10, 13, 23  
Single Audit Disclaimer Information, 7  
Status of Submissions, 5, 7, 10, 12  
Sort Options, 10

## T

Tables, 2-4, 7-8, 23

## V

View Search Results, 12-13, 19

## W

Website, 6